

## Employee Training Program: Lockout/Tagout Procedure

This part uses information in appendix A of 29 CFR 1910.147 to offer one possible plan for training management and employees about the standard's requirements. The company name in this part is fictitious. The plan should be customized to the needs of a particular company, to train for simple lockout/tagout operations.

### ***Lockout/Tagout Training Procedure for Alpha-Omega Inc.***

#### **I. Purpose**

Each employee shall be informed that the purpose of the Alpha-Omega Inc. lockout/tagout procedure is to provide a system for the lockout and/or tagout of energy isolating devices and thereby protect employees from potentially hazardous energy. Wherever possible, energy-isolating devices should be locked out.

Before employees service, repair or perform maintenance, the machine or equipment must be isolated from all potentially hazardous energy, and the isolating energy device(s) for the machine or equipment must be locked out or tagged out.

#### **II. Types and Magnitude of Energy and Hazards**

Each employee must be instructed in the types and magnitude of energy used by Alpha-Omega, Inc. The following types of energy are used:

(a) \_\_\_\_\_ (b) \_\_\_\_\_

The magnitude of energy (a) (\_\_\_\_\_ energy) used by Alpha-Omega Inc. is: \_\_\_\_\_;  
the magnitude of hazards presented by the \_\_\_\_\_ energy is: \_\_\_\_\_.

The magnitude of energy (b) (\_\_\_\_\_ energy) used by Alpha-Omega, Inc., is: \_\_\_\_\_;  
the magnitude of hazards presented by the \_\_\_\_\_ energy is: \_\_\_\_\_.

#### **III. Training and Retraining of Affected and Authorized Employees**

Each employee must be thoroughly trained with respect to lockout/tagout procedure used by Alpha-Omega Inc. Each employee must know that lockout/tagout is used to protect employees against hazardous energy from inadvertent operation of equipment or machinery. Each employee must understand that he or she is never to attempt to operate an energy-isolating device when it is locked or tagged.

Each employee must be *retrained* if there is: a change in the employee's job assignment, a change in machinery or equipment that presents a new hazard, a change in energy control procedures, or the management of Alpha-Omega Inc. considers that retraining is necessary.

Training or retraining must include:

- how to recognize hazardous energy sources
- type and magnitude of energy used by Alpha-Omega Inc., especially with respect to the machinery or equipment to which the employee will be exposed
- purpose of the lockout/tagout procedure
- steps for shutting down, isolating, blocking and securing equipment to which the employee will be exposed
- steps for placement, removal and transfer of lockout/tagout devices and the division of responsibility for accomplishing those tasks